

ATHENS-CLARKE COUNTY LIBRARY BOARD OF TRUSTEES

Minutes of July 9, 2024 Meeting

ACCL, Boardroom, 4:00 pm

Vice Chair Lynch called the meeting to order at 4:05 pm. Trustees in attendance are Ms. Lynch, Ms. Ritter, Ms. Hall, Ms. Leitch, Mr. Atwater, Ms. Brickman, Ms. Carter, Ms. Luke, Ms. Bogue, Mr. Kurtz, and Ms. Cox. Absent were Ms. Russell, Ms. Pratt, and Mr. Woods. Staff members present were Ms. Bell, Ms. Price, Ms. Mayfield, Ms. Green, Ms. Schumann, Ms. Josey, Ms. Shull, Ms. Ballard, Ms. Lavengood, and Ms. Shimobi-Obijuru.

Announcements: None

Public Comment: None

Approval of Minutes:

- The draft minutes of the April 9, 2024 meeting were unanimously approved. (motioned by Ms. Bogue, seconded by Ms. Brickman)

Approval of Agenda:

- The July 9, 2024 meeting agenda was adopted. Unanimously approved. (motioned by Ms. Hall, seconded by Ms. Carter).

Financial Report:

Ms. Lavengood gave the report. Trustees were presented with FY24-Q4 financials. She stated that the reports were prepared two weeks prior and some figures could change. She added that the books must be closed by October 31, 2024. Ms. Lavengood opened the floor for questions regarding the financials.

Financial Report FY24-Q4 was unanimously accepted. (motioned by Ms. Brickman, seconded by Ms. Luke.)

Ms. Bell added that the Proposed FY25 Budget is included in the financial packets. Due to the accelerated increase in employer contribution rates, the library was forced to reevaluate the budget to include the additional cost for SHBP.

Ms. Bell informed the Board of an upcoming increase in Pinewoods lot rental fees that she is asking the Board to approve. She then asked Assistant Director, Toby Mayfield, to give an update on Pinewoods.

Ms. Mayfield reported a significant increase in Pinewood's patronage. She added that the lot (next door) is used quite frequently for programming. The staff are really looking forward to keeping the community engaged with continued

programming and events. Pinewoods Estates has informed her that they will put a trailer on the lot if the library does not lease it.

Ms. Bell added that she will seek Board approval to lease the lot next door to Pinewoods so that the library can continue to engage the community with library programming and service. **(Action Item)**

Committee Reports:

- **Friends of the Library** - Ms. Green gave the report. She reported that the ACCL Friends are busy preparing for the fall book sale that will take place on September 25, 2024.

- **Winterville** - Ms. Leitch gave the report. She reported that the Winterville Library is very busy and doing well with programs and partnerships. A very special adult program group visited the library and had a wonderful time.

She was happy to report an increase in storytime participation, and a new book club for babies and moms.

The library partnered with a local amateur astronomer for eclipse programming.

There is new art in the gallery and the garden is thriving.

Lastly, she was pleased to report a new partnership with local daycare, Angels in Motion.

- **Foundation** - Ms. Bell gave the report. Ms. Bell reported that the Foundation moved its funds from Merrill Lynch to the Athens Community Foundation. This move will ease a significant amount of administrative strain and Foundation Board members will be able to concentrate more on its mission.

The Foundation continues to work on getting the finance issues straightened out. They have hired an accountant, and purchased Board insurance.

Ben Gerarve and Ilka McConnell are working very hard to get issues resolved and are planning the next fundraising event.

Director's Report:

Ms. Bell gave the report and started with great news.

She began by reporting that the library is seeing some of the highest doorcount and program attendance numbers since covid. Numbers are rising significantly especially in the children's department.

The IRS was paid the final amount of \$4,377.00 on June 3, 2024.

ARLS Board Chair, Mark Campbell, is inviting all ARLS Board Members to Staff Development Day. He is hoping to host some type of Board Activity. Staff Development Day will be held on November 20, 2024.

Director Bell informed trustees that it is the recommendation of GPLS that all Boards include in their bylaws how public comment will be addressed. She then shared some wording samples with the Board. This information will be shared with the Regional Board at the meeting on July 18, 2024.

Starting July 1, 2024, exempt status (from the FLSA overtime rule) will be raised from \$35,568 annual salary, to \$55,068. Employees who work 40 hours per week, earning \$55,068 annually, will now be in the non-exempt category and earn 1.5 hours comp time. Policy states that working over 40 hours in a work week requires supervisor approval. Comp time (STE) must be used in the same pay period or carried over with supervisor approval.

Ms. Bell was excited to announce that Senator Osoff moved the library's proposal for the Eastside Library's Digital Media Center for Entrepreneurship and Creativity to the Federal Senate Appropriations Committee. She thanked Assistant Director Sue Plaksin for all her hard work preparing the proposal. If funded, the library will be awarded \$146,000 for a makerspace.

Trustees were informed that new Finance Policies will go before the Regional Policy Committee. She will also ask the Regional Board to approve Kim Sykes for the AUP.

A new Technology Plan draft is complete. The draft will be edited to include AI. The Technology Plan will be submitted with annual documents in August.

On March 28, 2024, we were made aware of a complaint filed against ARLS with the US Department of Education, Office of Civil Rights. The complaint alleges discrimination based on disability. Specifically, the complaint alleges the library is failing to afford people with disabilities an opportunity to participate and benefit from services, programs, and activities offered through the library's website and third party websites that is equal to activities and programs offered to others.

Many libraries received this complaint. Ms. Bell added that is not bad news. This is an opportunity to make our services more accessible.

Ms. Bell has signed an agreement with OCR agreeing to the following:

- We will adopt an Accessibility Standard
- Provide public notice on our website describing how people with disabilities can inform the library of any technology based barriers.
- Conduct an audit within 120 days
- Engage in remediation
- Develop a plan to maintain accessibility

The cost for the audit is \$4,550.00 with Georgia Tech Center for Inclusive Design. Greg Deal - IT Manager, Sue Plaksin - Assistant Director, and Webmaster, Sean Hribal are also working on this project.

Lastly, Ms. Bell shared that ADP has rolled out to all staff. She thanked Lorrie Lavengood and Sue Plaksin for all their hard work. A flowchart will be available at the regional meeting to help trustees better understand ADP workflows. Ms. Bell added that she will email the flowchart to all trustees for review.

Communications:

- Ms. Ritter shared with the Board that she had a wonderful experience volunteering at the FOL Book Sale last season. She asked trustees to consider volunteering whatever time they can spare if they are available. Ms. Grenn offered to communicate this to the Friends.

New Business: None

Board Actions

- Accept proposed FY25 budget - Unanimously accepted.
- Approve Pinewoods Library to lease the lot next to the building for programming and services at the cost of \$420 per month. - Unanimously approved (motioned by Ms. Cox, seconded by Ms. Hall).

Old Business: none

Adjourn: With no further business, Vice Chair Lynch adjourned the meeting at 5:03 p.m. Unanimously approved without opposition.

Next Meeting - October 8, 2024 at 4:00 p.m.